

## Program Application Check Sheet

### **Before applying for homestay**

If you are planning to do homestay, please notice the Nagoya Homestay Volunteer Center at least 10 weeks prior to the first day of the desired homestay period. Please check the following.

- Do you have more than 10 weeks before the first day of the desired homestay period?
- Have you visited our website? Please read it carefully, especially “Application Procedure” and “FAQ”.
- Are the guests specific individuals from the public sector such as: government officials, international officials, international exchange groups, faculty and staff of universities?
- Do you have documentation about the organization?
- Do you have the details such as the homestay period, the purpose of homestay, and the number of the guests?
- Is the plan designed for guests to spend sufficient time with their host families during the homestay?

### **From applying to meeting the host families**

Please confirm the following items before submitting the documents. If there are changes to the application after the acceptance of the application by the center such as the number of the guests or the homestay period, the application may be cancelled. Please only apply when these fundamental details have been firmly decided.

#### <Application documents>

The host organization searches for host families based on the submitted details. Please note that the applying organization may be required to resubmit the application form for reasons such as an incomplete form or a missing signature. Significant delays of the required documents might cause the cancellation of the homestay arrangement. The guests' preferences indicated in the application form can not always be fulfilled, however factors contributing to a guests' allergies or chronic diseases are considered.

- Are you ready to submit the complete documents?
  - 1. Application Form for Homestay (Organization)
  - 2. Contract of Agreement (Organization) \* 2 pages should be submitted.
  - 3. Documentation about the organization
  - 4. Application Form for Homestay (Individual)
  - 5. Contract of Agreement (Individual) \* 2 pages should be submitted.
  - 6. A copy of the guest's passport
  - 7. Travel itinerary including homestay
- Did the representative of the organization sign or put his/her seal on the Contract of Agreement (Organization)?
- Did the guest sign on the Contract of Agreement (Individual)? Did the parent or guardian of the guest under the age of 18 sign on it?
- Are the application forms completed?
- Is the facial photograph attached on the Application Form for Homestay (Individual)?
- Do you have the copies of all guest's passports?

<Other notices>

- Is there a group leader?
- Did you give notice to the host organization as to where the leader would stay and his/her contact information in Japan?
- Did you pay the homestay fee and the administrative fee to the host organization?
  - \* The administrative fee non-refundable under any circumstances.
  - \* The bank transfer fee and other related fees will be paid by the applying organization.
- Did you inform the host organization of the proof that payment had been remitted by fax?
  - \* In the case that payment has not been received by the designated date, the application may be cancelled.
- Did you receive the confirmation of homestay and information about the host families from the host organization?
- Did you give information about the host families and the Guidelines for Guests to all guests?
  
- Do all guests understand the objective of this program completely?
- Did you give notice to the host organization as to how the guests come to Nagoya?
- Have all guests took out travel insurance?